



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address Department of Transportation Office of General Support Services 2 Capitol Square Atlanta, Georgia 30334	FOR RECORDS MANAGEMENT USE	
Application Date			Application Number 76-328	
Application Number		Date Received AUG 26 1976	Date Completed NOV 19 1976	
2. Person to Contact Paul Cox		Working Title Accountant II	Telephone Number 656-5448	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1972 Latest Present		5. Records Series Title (followed by title used in office, if different) Stolen/Lost Property Report File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, equipment control, purchasing, inventory and warehouse control, general files, records management, Department Budget and air travel service.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the reporting of missing property Included are: "Central Inventory - Records of Lost/Stolen Property" (DOT Form 595); and related correspondence. Also included are coding sheets used in deleting property from the Central Inventory. File is arranged: Chronologically				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Coding sheet is included in Central Inventory Report Printout
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Partial duplication in cost accounting section. Common Standard applies.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Central Inventory is coded for such property

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	1 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Property is either recovered or deleted from inventory within one year. Coding sheet deleting item from inventory is maintained as part of Central Inventory Record for a period of three years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other upon submission or report then.

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Coding Sheets File - Cut off file at end of each fiscal year; hold in current files area 3 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	8/26/76	Richard P. Hemmerich	Aug 18, 1976
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
			11-16-76
		Secretary of State/Designee	Nov 15, 1976
		Attorney General/Designee	11-16-76